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To: Daniel Layzell, Louisiana State University System  
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Gloria Williams, Southern University System  
Joseph Marin, Louisiana Community and Technical College System  
Craig McClain, Louisiana University Marine Consortium  
Sujuan Boutte, Louisiana Office of Student Financial Assistance

From: Terrence Ginn, Deputy Commissioner for Finance and Administration

Date: July 7, 2016

Re: FY 2016-2017 Operating Budget Request

This memorandum shall serve as the official request from your respective institutions for the completion of the FY 2016-2017 operating budget and athletic budget forms. All forms and instructions needed to complete these requests have been included in this email package. Additionally, these forms and instructions will also be available on the Board of Regents website [www.regents.la.gov](http://www.regents.la.gov) under the Finance/Facilities section under the heading "Forms and Reports"/"Operating Budget Data", and I direct your attention to them and urge your review before proceeding to complete. The process and forms are the same as last year with the exception of one change to the BOR-5 related to the TOPS shortfall for FY 2015-2016.

**Formula and Specialized Institutions:** one completed bound set of these operating budget forms for each of your institutions to this office no later than **September 2, 2016**. The column for FY 16-17 budgeted, and FY 15-16 budgeted should be completed and the column labeled FY 15-16 actual should be left blank. In addition to the one completed bound set, the completed BOR FORMS Excel workbook and Excel BOR-5 should be completed and e-mailed to [lori.parker@la.gov](mailto:lori.parker@la.gov). Once these FY 2016-17 operating budgets are reviewed by the Board of Regents, the formula institution budgets along with an overall formula funding request will be submitted to the Division of Administration as part of the FY 2017-2018 budget request for formula institutions.

**Agency units and Management Boards:** LOSFA, LUMCON, LSU Pennington Biomedical Research Center, and each of the management boards should submit one bound copy of forms BOR-1, BOR-2, BOR-3 and BOR-3A to this office no later than **September 2, 2016**. The column for FY 16-17 budgeted, and FY 15-16 budgeted should be completed and the column labeled FY 15-16 actual should be left

blank. In addition to the one completed bound set, the BOR FORMS Excel workbook must be completed and e-mailed to [lori.parker@la.gov](mailto:lori.parker@la.gov).

Act 49 of the first extraordinary session of 1998 requires that the operating budgets shall contain, at a minimum, budgetary information on prior year actual revenues and expenditures. In order to comply with Act 49 it is requested that **formula and specialized institutions** submit to this office no later than **October 3, 2016**, ten completed bound copies of the BOR-1 through BOR-15 forms and the BOR-ATH-1 through BOR-ATH-3 forms with the FY 16-17 budgeted, FY 15-16 budgeted, and the FY 15-16 actual columns completed. At this time, we are also requesting that the **agency and management board units** provide us with ten completed bound copies of the BOR-1, BOR-2, BOR-3 and BOR-3A completed as above no later than **October 3, 2016**.

The **agency and management board units** will continue to request funds using the Division of Administration's budget forms. Ten copies of these budget requests are due in this office no later than **October 3, 2016**.

All budget requests for FY 2017-2018 will be submitted to the Office of Planning and Budget following the Board of Regents October 19<sup>th</sup> meeting. **Therefore, it is imperative the above deadlines be met to ensure timely delivery of the documents.** A follow-up memo will be sent to your offices regarding the FY 2016-2017 budget hearings to be held in September, currently scheduled for September 21<sup>st</sup>.

If you have questions concerning these matters, Lori Parker, Assistant Commissioner for Budget Analysis at 225-342-4253.